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The Potter Township Supervisors held a Regular Business Meeting by ZOOM April 8, 2020 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 6:03 pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor: Mike Jones
Engineer: Dan Sell
Secretary: Linda McCoy

Visitors: Shannon Debes, Tim Wetzel, Mark Summerville, Lauren Patton, Jamie Harrington, Dave Hagen

March 12 – Mr. Shamp rode around the Township roads with Dan Sell & Justin Cwynar regarding the 2020 paving project

March 16 – Ms. Matsco, Mr. Shamp & Mr. Cwynar met at the Township building in response to COVID-19.

March 31 – Ms. Matsco, Mr. Shamp & Mr. Cwynar met by ZOOM to extend the Township's Declaration of Disaster Emergency for 90 days. The Board had initially declared the existence of a disaster emergency in Potter Township on March 24<sup>th</sup> through an email vote.

April 3 - Mr. Shamp met with Dillan Well Drilling at Rocky Bend.

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON MARCH 11, 2020.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

### **CITIZENS:**

No comments

# **OLD BUSINESS:**

MOTION TO APPROVE THE 2019 ANNUAL AUDIT COMPLETED BY COTTRILL, ARBUTINA AND ASSOCIATES.

The Audit showed no deficiencies in accounting.

MOTION: Earl Shamp SECOND: Al Cwynar

MOTION CARRIED

Ms. Matsco spoke with the Township Auditor from Cottrill, Arbutina & Associates – he commended Ms. McCoy's work & ability and her straight forward manner during the Audit. Recommendations to the Supervisors: Ms. Matsco will audit payroll reports and Mr. Cwynar will audit bank reconciliations.

#### **NEW BUSINESS:**

# MOTION TO RATIFY THE EXTENSION OF A DECLARATION OF DISASTER EMERGENCY IN POTTER TOWNSHIP FOR 90 DAYS.

The Board had initially declared the existence of a disaster emergency in Potter Township on March 24<sup>th</sup> through an email vote and voted to extend the Declaration of Disaster Emergency for 90 days through ZOOM on March 31<sup>st</sup>.

Motion was made on March 31st by Al Cwynar and seconded by Earl Shamp.

MOTION: AI Cwynar SECOND: Earl Shamp

MOTION CARRIED

Mr. Jones said the extension is through the end of June but can be withdrawn at any time. This Declaration enables the Township to hold video conference meetings like ZOOM, enter into contracts for emergency services without advertising, and receive PEMA & FEMA funds due to costs incurred by the pandemic.

MOTION TO RATIFY THE CLOSURE OF THE TOWNSHIP MUNICIPAL OFFICE TO THE PUBLIC THRU APRIL 30<sup>TH</sup>.

Motion was made on March 31st by Earl Shamp and seconded by Al Cwynar.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

MOTION TO PASS RESOLUTION 4-2020, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA, ADOPTING AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH BEAVER COUNTY REGIONAL COUNCIL OF GOVERNMENTS TO PARTICIPATE IN A SHARED MUNICIPAL GIS

**PROGRAM.** The Township will share the cost with another municipality. Jamie Harrington's area of expertise can assist the Township with mapping trails and areas of Rocky Bend. The Programs has Apps such as Citizen Reporter where a resident can let the Township know of things like damaged guard rails (taking photos & describing the issue) to make it public.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

MOTION TO JOIN THE PENNSYLVANIA RECREATION & PARKS SOCIETY FOR \$100.00. This will help the Township's

eligibility for DCNR funding.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

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# **SOLICITOR'S REPORT:**

Ms. Matsco congratulated Mr. Jones on his appointment to the COVID-19 Pennsylvania Bar Task Force. Mr. Jones' report:

- There was a change in the Notary Act thru electronic means a video of a signature is good enough
- Will give Ms. McCoy information on becoming an ENotary
- Business at local courthouses was deemed non-essential by Governor Wolf but was overruled by the Supreme Court and the decision was left up to the President Judge in each county (Beaver legal activity is still going on)
- The Township Planning Commission meetings and Zoning hearings can be held by ZOOM
- He explained that the Township can continue after the pandemic is over to hold meetings by ZOOM.

#### **ENGINEER'S REPORT:**

Mr. Sell's report:

- He completed his plan review of Montgomery Ridge there will not be a Planning Commission meeting as they thought it would be too challenging during the pandemic
- He is getting the bid package ready for the 2020 Township paving should be ready in about 2-3 weeks
- Mr. Jones told the Board that the companies bidding will be considered essential for public infrastructure

# MOTION TO ADVERTISE FOR BIDS FOR THE 2020 TOWNSHIP ROAD PAVING CONTINGENT ON THE BOARD'S REVIEW.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

#### PLANNING COMMISSION:

Ms. Patton stated that the Planning Commission will not meet this month due to the pandemic. The Township will be asking for 60-day extensions on the two subdivisions. Any new applications during the pandemic will be asked to submit in electronic format. The Board can reject or accept the subdivision application at the end of the initial 90 days if the applicant does not request an extension.

**FIRE DEPARTMENT**: The residents were alerted on Savvy Citizen regarding last night's storm.

#### **ROAD DEPARTMENT:**

The Road Department assisted with removal of trees down on Mowry Road due to the storm. The Road Department's new truck/plow is ready but cannot be picked up until the dealership can do inspections. The Township is trying to reach Detroit Salt as we dd not finish purchasing the amount on last year's contract. Salt through the COG this year is a little cheaper. Justin is only working in the Township during the pandemic and will only assist GHRIP in an emergency. The Township road sweeping was finished before the shut-down.

# **POLICE DEPARTMENT:**

There have been additional patrols in the Township. Chief Kramer updated the Supervisors on the department's masks and PPE. Mr. Jones reported that local police will not enforce the Governor's stay at home order by stopping vehicles.

## **ROCKY BEND:**

Mr. Shamp reported that the filtration system for drinking water would take up an entire restroom. DEP requires minutes approving removal of drinking fountains. Ms. Matsco wants to hear from DCNR regarding grant monies and their feedback on drinking water. The alternative would be another building with electric, heat and a filtration system.

# **PUBLIC COMMENTS:**

Jamie Harrington reported that he can assist with GIS mapping and plant location at Rocky Bend.

Lauren Patton wanted to know if Shell received their waiver to resume construction. Shannon Debes reported that they have not heard anything yet.

### **REAL ESTATE TAX COLLECTOR:**

Vicky Leininger submitted the 2020 March Real Estate Tax Report to the Supervisors.

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# **TREASURER'S REPORT:**

	<u></u>				
•	The balance in the	General Fund Account is	\$717,387.58	Bills for this account totaled \$122,920.71	
•	The balance in the	State Liquid Fuels Account is	\$28,237.77	Bills for this account totaled \$440.74	
•	The balance in the	Capital Equipment Account is	\$51,928.39	There were no bills for this account	
•	The balance in the	Escrow Money Account is	\$101,533.24	Bills for this account totaled \$750.00	
•	The balance in the	Wage Tax Account is	\$61,296.16	There were no bills for this account	
•	The balance in the	Public Safety Account is	\$1,817,123.22	Bills for this account totaled \$9,144.98	
•	The balance in the	DCNR Grant Fund Account is	\$1.00	There were no bills for this account	
•	The balance in the	Money Market Fund is	\$4,606,063.53	\$892,487.50 of this is MDIA permit fees	
				There were no bills for this account	
•	The balance in the	Recreation Board Account	\$646.29	Bills for this account totaled \$13.77	

MOTION TO APPROVE THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF APRIL.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED

# **ANNOUNCEMENTS:**

- The Township Municipal Office will remain closed to the public through April 30<sup>th</sup>.
- The Planning Commission will not meet in April
- Primary Election Day has been moved from April 28<sup>th</sup> to June 2<sup>nd</sup>.
- The Supervisors will schedule Work Session on Wednesday, May 6<sup>th</sup> and a Business Meeting on Wednesday, May 13<sup>th</sup> but will continue to evaluate the current COVID-19 situation which may determine how the meetings are handled physically or electronically.

The Board wished everyone a Blessed Easter.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:23 PM.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED

Respectfully Submitted,

Linda McCoy, Secretary